

**Newtown Public Library
Minutes of the Monthly Meeting of the Board Of Trustees
December 21, 2017**

Call to Order:

George Chittenden, President, called the regular meeting of the board of Trustees of Newtown Public Library to order at 7:01 PM on December 21, 2017.

Present: George Chittenden, Erica Danowitz, Howard Walker, Theresa Shephard, Bobbi Schoenstadt, Edward Jackman, Arlene Caruso, Library Director, and Kathy Erickson.

- Approval of the Agenda – motion to approve by Howard Walker, seconded by Erica Danowitz.
- Approval of the October minutes – motion to approve by Bobbi Schoenstadt, seconded by Theresa Shephard.

Reports:

Treasurer – November 2017 Financials

- Please refer to the Treasurer' report. Overall, November YTD revenue was short \$9,831 compared to budget. Expenses are unfavorable to budget for YTD November by \$ 1535 with wages being the main driver.
- Giving is \$9010 behind target but the gap has been declining as the year progresses.
- Motion to approve the Treasurer's report by Ed Jackman and seconded by Bobbi Schoenstadt.

Howard Walker presented the proposed 2018 budget. Funds from the township were increased by \$26,000 over 2017 for the new part time youth services aid. Raises increased in 2017 by \$1000.

- Motion to approve the 2018 budget by Erica Danowitz; seconded by Kathy Erickson.

Director' Report

- Please refer to the Library Director's Report.
- Circulation was down by 500 items compared to November 2016. Renovation work on the library entrance has had a significant negative impact on all circulation and usage numbers. The new entrance is scheduled to open in January.
- Numbers for new library cards in November were consistent with previous years' trend for this time of year.
- Youth Services - Angela reported that plans are underway for a New Year's party for children at the Liseter community. They are providing free space and valet parking.
- Total patrons in attendance at Youth Services programs for 2017 YTD was 9556.

- The Library partnered with the Newtown Township Environmental Advisory Commission for a mini-grant to obtain and install education signage in township parks.
- Newtown Public Library will participate in Longwood Gardens Community Read in spring of 2018.
- Arlene attended two conferences and Angela attended one in early November.
- Motion to approve the Directors Report by Kathy Erickson; seconded by Howard Walker

Friends of the Library

- Bobbi updated the board on activities of the Friends
- The Friends purchased \$1000- worth of new carts for use by the Library.

DCLS Monthly Meeting

- There are 6 meetings per year. We need to attend 5 of these to receive funding.
- The next meeting is on 2/1/2018 at the Haverford Township Library.

Old Business

- Holiday Closings – same as previous years.
- Fund Drives – Panera raised \$84.00
- Elan – We paid \$300 for the flyers to be printed and folded. We do not know yet if we made money on the event.
- Arlene sent a mailing to businesses in Newtown Square and Edgmont asking for donations and also partnering opportunities.

New Business

- The Board thanked Theresa, Bobbi and George for their years of service and dedication to the Newtown Library.
- The three outgoing members thanked Arlene for her energy and hard work on behalf of the Library.
- The Board has 3 vacancies to fill.

The next meeting of the Board of Trustees will be held at 7:00 PM on January 18, 2018.

George Chittenden adjourned the meeting at 8:05 PM.

Minutes submitted by Kathy Erickson.